

M&IE Adjustment for Travel Across International Dateline to Multiple Locations

Due to NBS Travel System functionality constraints, in cases where the traveler crosses the INTERNATIONAL DATELINE **and** is attending events in TWO or more locations, a special M&IE adjustment is required for proper reimbursement of these expenses. This requirement applies to both Sponsored and non-Sponsored trips. (No special M&IE adjustment is needed when the traveler is only going to ONE location across the International Dateline.)

M&IE CALCULATION in the NBS TRAVEL SYSTEM

Here is an example of how the NBS Travel System automatically calculates the M&IE expenses in the case of two per diem locations over the International Dateline.

Lodging/M&IE Data

Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
10/10/03			141.00	141.00	45.75	141 / 61					
10/11/03			141.00	0.00	0.00	141 / 61					
10/12/03			141.00	141.00	61.00	141 / 61					
10/13/03			141.00	141.00	61.00	141 / 61					
10/14/03			141.00	141.00	61.00	141 / 61					
10/15/03			141.00	141.00	61.00	141 / 61					
10/16/03			148.00	148.00	124.00	148 / 124					
10/17/03			148.00	148.00	124.00	148 / 124					
10/18/03			148.00	148.00	124.00	148 / 124					
10/19/03			0.00	0.00	217.00	148 / 124					

M&IE as Automatically Calculated in the NBS

1st TDY Location

- | | | |
|---|--------------|-----------|
| • 1 st Day of Travel | Full Lodging | ¾ M&IE |
| • 2 nd Day of Travel | No Lodging | No M&IE |
| • 3 rd Day of Travel | Full Lodging | Full M&IE |
| • Remaining Days at 1 st TDY | Full Lodging | Full M&IE |

Final TDY Location

- | | | |
|-------------------------------|--------------|-----------|
| • Initial Days at Final TDY | Full M&IE | Full M&IE |
| • 2 nd to Last Day | Full Lodging | Full M&IE |
| • Last Day | No Lodging | 1 ¾ M&IE |

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In the example above, the traveler would be over-reimbursed for their M&IE expenses according to the way the M&IE expenses are automatically calculated by the NBS. In order to adjust the NBS to issue the proper reimbursement, the M&IE information needs to be manually adjusted on the travel document. Since no M&IE adjustments can be made to the 1st, 2nd and last days, the necessary adjustments are made to the other travel days. The remaining pages outline how to make these adjustments in the NBS to assure that proper reimbursement will be issued for the trip.

M&IE ADJUSTMENTS REQUIRED

A. Lodging Adjustment

Do not make any special M&IE adjustments to the lodging as displayed. Make edits only in cases where a sponsor is providing In-Kind or Reimbursable service by selecting the correct Payment Method, or when Conference Rates or Actual Expense Authorizations exist.

B. M&IE Adjustment

1. Make no adjustments to M&IE for 1st, 2nd and last travel days since these cannot be edited.
2. Select the Edit icon (pencil) for the 3rd day of the trip.
3. On the Update Lodging and M&IE Expenses screen, select the **OVERRIDE Lodging and M&IE** button. The Overrides screen appears.

The screenshot shows the Gelco Travel Manager 8.1 web application interface. The browser window title is "GTM 8.1 CIV Web Application - Microsoft Internet Explorer". The address bar shows a URL from "https://nbsprod.ct.nh.gov". The page header includes "powered by Gelco Information Network" and "Gelco Travel Manager 8.1". The navigation menu has "Setup", "Reports", "Logout", and "Help". The main content area is titled "Overrides for TR498". A "Quick Tip" box states: "On this screen you can override the quarters or M&IE amount for this travel day." Below this, the "Overrides" section has a "Quarters" dropdown menu and an "M&IE Amount" input field containing the value "122", which is circled in red. To the right of the input field is an "Options" button. Below the "Overrides" section is the "OCONUS Incidental Rate Override" section, which has two radio buttons: "Standard OCONUS Amount" and "OCONUS Location Amount", with the latter being selected. On the right side of the screen, a box titled "For this Document you can:" contains three buttons: "Reset" (Lodging and M&IE Overrides), "Save" (Lodging and M&IE Overrides), and "Close" (without Saving Overrides). A left sidebar menu lists various document actions like "Document Summary", "Itinerary", "Ticketed Trans", "Expenses", "Lodging M&IE", "Accounting Code", "Sponsor", "Totals", "Comments", "Document Status", "Perform Pre-Audits", "Preview Document", "Export Document", and "Close Document". The bottom status bar says "Please select a traveler".

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4. In the **M&IE Amount** field, add the M&IE amount for the 2nd day to the M&IE amount for the 3rd day (for example, if the M&IE for the 2nd and 3rd day was calculated as 61 the new override amount would be 122). This corrects for the missing M&IE on the 2nd day of the trip.
5. In the Overrides screen, select the **SAVE Lodging and M&IE Overrides** button.
6. From the Update Lodging and M&IE Expenses screen that appears, select the **SAVE Expense Changes** button. You will be returned to the Lodging/M&IE screen.

The screenshot shows the 'Update Lodging and M&IE Expenses for TR498 (10/18/03)' screen in the Gelco Travel Manager 8.1 application. The interface includes a left sidebar with navigation links, a top navigation bar, and a main content area. The 'Meals' section is circled in red, indicating the focus of the adjustment. The 'Leave Data' section has 'None' selected, and the 'Meals Provided' section has all options unchecked.

Section	Field	Value
Meals	Limit	0.00
	Breakfast	0.00
	Lunch	0.00
	Dinner	0.00
Incidentals	Incidentals	0.00
	Leave Data	None
Meals Provided	Breakfast	Unchecked
	Lunch	Unchecked
	Dinner	Unchecked

7. Select the Edit icon (pencil) for the 2nd to Last Day of the trip.
8. In the Actuals section, click in the box by **Meals**. A Checkmark will appear in the box and the meals and incidentals will be listed with a value of \$0 for each. This corrects for the inaccurate M&IE calculation on the last day of the trip.
9. Select the **SAVE Expense Changes** button. Meals will be zeroed out for that day.

With these special M&IE adjustments made, the traveler will be properly reimbursed for their M&IE expenses. The screen shot and table on the next page illustrate the final distribution of the M&IE in this example after the adjustments have been made.

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User: KATHY CHIACCHERINI
Traveler: DELLA WILSON
Authorization: TR498

Lodging/M&IE for TR498

Quick Tip
 An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
 Reset All Lodging and M&IE expenses
 Back Continue

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10/11/03			141.00	0.00	0.00	141 / 61					
10/12/03			141.00	141.00	122.00	141 / 61	*				
10/13/03			141.00	141.00	61.00	141 / 61	*				
10/14/03			141.00	141.00	61.00	141 / 61	*				
10/15/03			141.00	141.00	61.00	141 / 61	*				
10/16/03			148.00	148.00	124.00	148 / 124					
10/17/03			148.00	148.00	124.00	148 / 124					
10/18/03			148.00	148.00	0.00	148 / 124	*				
10/19/03			0.00	0.00	217.00	148 / 124					

1st TDY Location

- 1st Day of Travel Full Lodging
- 2nd Day of Travel No Lodging
- 3rd Day of Travel Full Lodging
- Remaining Days at 1st TDY Full Lodging

M&IE as Automatically Calculated in the NBS

- 3/4 M&IE
- No M&IE
- Full M&IE
- Full M&IE

Distribution of M&IE **After** Adjustments

- 3/4 M&IE
- No M&IE
- Sum of 2nd & 3rd day M&IE
- Full M&IE

Final TDY Location

- Initial Days at Final TDY Full M&IE
- 2nd to Last Day Full Lodging
- Last Day No Lodging

- Full M&IE
- Full M&IE
- 1 1/2 M&IE

- Full M&IE
- No M&IE
- 1 3/4 M&IE